

8 June 1953

OFFICE OF COMMUNICATIONS NOTICE NO 25-53

25 YEAR RE-REVIEW

SUBJECT: External Training Programs for Scientific and Engineering Personnel.

25X1
1. The Office of Communications Career Service Board has sponsored, and the Assistant Director has approved, a policy of providing advanced training in graduate schools for selected personnel. At the present, such training is available only to scientific and engineering personnel.

2. Requests for such training must be initiated by the appropriate staff or division chief and will be directed to the Chairman, Career Service Board, through the Office of Communications Training Liaison Officer.

3. Personnel selected for such training must meet the following qualifications before the Career Service Board will consider the request:

a. AGE

25-35

b. EDUCATION

B.S. with major in physics or mathematics or B.S.E.E. from an accredited college or university. Individual must have graduated in upper third of class, or possess an M.S. in physics or mathematics or M.S.E.E. from an accredited college or university.

c. MINIMUM GRADE LEVEL

GS-11

d. EMPLOYMENT RECORD

Minimum of two years with the Office of Communications.

e. CAREER STATUS

1. Applicant must verify in writing that he views employment with the Office of Communications as his career.

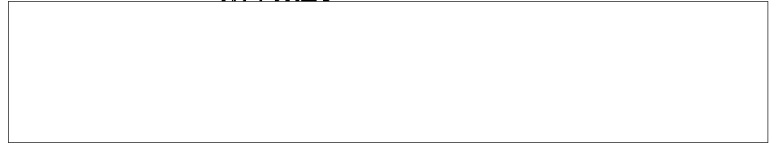
S-E-C-R-E-T
SECURITY INFORMATION

~~S-E-C-R-E-T~~
SECURITY INFORMATION

2. The quality of his job performance must be such as to qualify him as an excellent employee.

f. TRAINING OBJECTIVE

The proposed training must meet a specific requirement of this Office.



Acting Executive Officer

Distribution #3

-2-

~~S-E-C-R-E-T~~
SECURITY INFORMATION

Page Denied

Next 3 Page(s) In Document Denied

SECRET
SECURITY INFORMATION

25X1

4. Discussions with the Area Chiefs indicate that there may be valid reason for the inclusion of a Welfare Officer on the Administrative staffs of each major component in the Agency. It is believed that the establishment of such an officership would go a long way toward the solution of many difficulties that occur in the management of dependents; particularly if this Welfare Officer could function in much the same manner as Welfare Officers associated with the Military Service in handling the day-to-day domestic-type problems including emergency travel, information on schools, and many related factors which have such a marked effect on the stability of the Agency employees. The above subject is forwarded for study as a factor in benefits under the Career Service Program.

5. The Office of Communications Career Service Board has recorded its opinion that individuals subject to call under the Military Service Law should take advantage of the Agency sponsored Reserve Program. This involves a period of overseas duty, sixteen weeks basic military training, and return of the individual to his normal duties with the Agency as a civilian in Reserve status. This serves to simplify handling of his overseas assignment by eliminating the six months' limitation of tours at Headquarters between overseas assignments. Further, it eliminates the possibility of individuals becoming subject to the draft up to and including age thirty-five, as provided for by law. The Communications Administrative Officer is carrying out the wishes of the Board in this matter.

6. It is observed from Board discussions with the Area Chiefs that the program for instituting Standard Personnel Evaluation Reports should be expedited in every way possible in field offices. This Board has found Headquarters' version of this report to be a valuable tool in its personnel management program.

25X1

Chairman, Career Service Board

25X1

Noted

Assistant Director for Communications

SECRET

Page Denied

Next 1 Page(s) In Document Denied

EMPLOYMENT PROSPECTS REVIEWED

25X1

25X1
25X1

2. The Communications Plans Officer for appeared before the Board with reference to future personnel management policy in relation to that project. It was agreed that, insofar as possible, general communications-type personnel would be utilized on the project and that rotation of personnel from the project to general communications station assignments, and vice versa, will be considered routine with few exceptions.

3. The Board, having completed promotion consideration review of all individuals, grade GS-7, in grade for one year as of 1 August 1952, agreed to begin review of all GS-7 cases where the time in grade as of 1 August 1952 is .25 years or over. This is directly in line with Board policy based on its rules for processing norm listings. NOTE: Norm listings for promotion consideration are established for each grade once each year. Individuals listed thereon are considered in norm numerical sequence where they have the requisite time in grade established by Board rules.

25X1
25X1

4. The Board continues to have difficulty maintaining a well rounded rotation program due to the fact that budgetary policy considerations limit the number of individuals who may be processed (travel, etc.)

5. During this reporting period the following named individuals observed activities of the Office of Communications Career Service Board:

25X1

Personnel Director
Chief, Personnel Division, Covert
Position Classifier
Personnel Officer, Procurement & Supply Office.

25X1

Chairman, Career Service Board

25X1

Noted:

Assistant Director for Communications

Page Denied

Next 1 Page(s) In Document Denied